

## EPA Official Record

**Mail ID:** ee8e366280044e94b0ec937fecb0e2df  
**From:** Aoyama, Joyce  
**To:** Orzech, Emily  
**Delivered Date:** 05/07/2014 03:54 PM EDT  
**Subject:** RE: colored photographs, disks and CDs to be discarded

Hi Emily,

Thanks for the update. I'll start with what I know:

1. If you have any CDs/DVDs that are confidential and need to be erased, please feed them through the "dimpling machine" in PC Hotline (they can guide you with that).
2. Any non confidential techno trash can be put in the 10<sup>th</sup> floor techno trash bin
3. Confidential photos, film and other media can be sent to the FRC for shredding and melting. The price is by the cubic foot (FRC box size), but it sounds like you don't have that much. I'm not sure of other ways to discard photos. I may need to look into that further.

Thank you,

Joyce Aoyama  
Regional Records Manager  
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**From:** Orzech, Emily  
**Sent:** Wednesday, May 07, 2014 9:10 AM  
**To:** Aoyama, Joyce  
**Subject:** colored photographs, disks and CDs to be discarded

Joyce,

From these seven boxes just discarded, there were:

8 – 10 packages of colored photos,  
7 disks,  
and 2 CDs.

Do you have another means to discard the colored photographs? With regard to the above diskettes and CDs, it would seem that the diskettes would have to be destroyed as there is no machine to read them and the CDs also destroyed because that program has ended.

In addition to the above I have 8 other UIC complimentary copy CDs that need to be erased. These are CDs from previous archiving.

Thanks for your attention to this media matter when you get a chance.

Emily Orzech

Emily Orzech

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